

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

24 May 1950

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SUBJECT: Annual Leave

1. Attention of all Assistant Directors and Staff Chiefs is invited to Section 1112 of the Appropriation Bill for Fiscal Year 1951, which has already passed the House of Representatives and which is currently pending in the Senate. This Section reads as follows:

"No part of the funds of, or available for expenditure by any corporation or agency included in this Act shall be available to pay for annual leave accumulated by any officer or employee during the calendar year 1950 and unused at the close of business on December 31, 1950: Provided, That this section shall not apply to officers and employees whose post of duty is outside the continental United States."

2. Indications are that Section 1112 may pass the Senate in substantially the same form as above. For this reason, plans must be made now for its implementation.

3. Insofar as Section 1112 applies to departmental employees, it will be necessary for such employees to utilize all of the leave (26 days) which accrues to them in calendar year 1950 prior to the close of business on 31 December 1950. Any leave accruing to an employee in calendar year 1950 and not utilized by the close of business 31 December 1950 will be lost to the employee under Section 1112.


4. In view of the above, it will be necessary for all supervisors to schedule all of their employees for their full 1950 leave prior to 1 January 1951. This will be done in accordance with procedures set forth in Administrative Instruction No. 30-5/2.

5. Personnel stationed outside the continental United States are exempt from the provisions of Section 1112, and their leave will be governed in accordance with applicable CIA instructions.

6. No final determination can be made at this time as to the effect of Section 1112 on employees whose post of duty during calendar year 1950 will be outside the continental United States for a portion of the calendar year and within the United States for the remainder of the year. Immediate planning in this connection will be based on the assumption that leave accrued while the employee is on duty within the United States must be taken during the calendar year 1950, whereas leave accrued while the employee is at a post of duty outside the continental United States may be accrued against the employee's total leave or utilized at the employee's option.

7. It should be noted that Section 1112 refers only to the leave which an employee accrues during the calendar year 1950 and does not affect prior accruals which an employee can continue to carry over.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Acting Executive

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